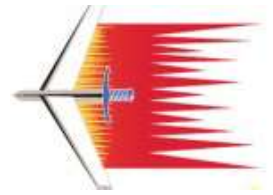




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2022-27

Open: 1 MAR 22 Closes: 30 MAR 22

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
OPERATIONS MGMNT	3E671	E6-E7	004219011L

ADVERTISE: On Board AGR Only

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 145th Civil Engineer Squadron

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Maj James R. Eaton	james.eaton.6@us.af.mil	704-398-4763	231-4763

DUTIES AND RESPONSIBILITIES

1. Receives and reviews all work requests (oral and written) for validity, accuracy, and feasibility. Ensures proper coordination with outside organizations such as safety, fire, security, communications, occupational health, and environmental. Serves as the manager of the CES Operations (3E6X1) and material acquisition element. Functions as the office of primary responsibility (OPR) for implementing procedures required in the management and operation of CES unique work control systems. Estimates requirements for materiel, manhours, and equipment time. Determines funding type, prepares job/work orders, and approves requests within his/her delegated authority. Introduces materiel requirements into the appropriate system(s) and schedules work when materiel is received. Develops and monitors Wing/units work order priority program. Coordinates with engineering/design to obtain blue prints, specifications, and related data concerning projects. Develops plans and specifications to promulgate customer's concepts into workable data. Schedules multi-shop (electrical, structural, mechanical, equipment operations, utilities) phasing for complex work. Follows up to determine if progress is as planned, arranging adjustments in materials, processes, and priority sequences to accommodate unexpected changes, etc. Monitors and controls the flow of work to ensure the most economical and efficient use of personnel, funds, and materials. Establishes inhouse maintenance and repair priorities (mission essential, safety, security, etc.), collating requirements with available resources. Ensures work schedules for inservice civilian and military personnel are coordinated to maximize productivity.
2. Serves as the focal point for automated work control and supply programs within CES or throughout the installation. Demonstrates expertise of various computer programs and automated systems utilized by the CES relating to onbase work control or material handling activities. Utilizes the approved ANG CES Work Order Management System, Standard Base Supply System, Base Contract Automatic System and similar automated management systems identifying problem areas. Trains on and understands the Air Force approved work order and logistics management systems. Develops and implements written procedures or pursues other managerial alternatives to correct problem area(s). Maintains automated reports depicting status of Civil Engineering work and supplies. Identifies and documents maintenance support problem areas, recommends corrective action and performs follow-up action. Ensures proper utilization of automated resources and compliance with current directives and that internal communication routing procedures provide timely response or action.
3. Ensures fiscal responsibility by establishing job/work orders under the correct organizational funding codes. Works with the CES Funds Manager in planning, formulating, analyzing, and coordinating CES supply budget submissions. Utilizes a working knowledge of the Planning, Programming, and Budgeting System (PPBS). Exercises a thorough understanding of all civil engineering funding classifications and their allowable legal allocations. Ensures job/work order expenditures under the Real Property Maintenance (SRM/FO) Master Cooperative Agreement, Appendix 21 (MCA) and that O&M budgets are correctly applied in order to provide a detailed audit trail. Incumbent is commonly delegated a spending authority in order to facilitate approval of work.

4. Establishes and operates the customer service center. This includes but is not limited to; operating and managing CES storage facilities, to include those at geographically separated units and training sites, coordinating any movement of equipment and material to and from CES, coordination with building managers, soliciting and reviewing customer feedback, conducting trend analysis, service calls, providing guidance for self-help customers, providing interpretation of, and recommendations for adjustments to service contracts, and providing a central point for information vital to the accomplishment of the CES mission. Visits job/construction sites to observe status of and expedite projects. Implements changes to avoid future delays and problems based on trend analysis. Provides quality customer service data to the CES and Support Group Quality Assessment Teams. Serves as the CES focal point, coordinating activities with off-base organizations to expedite and coordinate work. Plans for and ensures proper marking of equipment and hazardous materials. Ensures proper palletizing, labeling, storing, transportation, and disposal procedures are followed.
5. In conjunction with the Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE) Inventory data must reflect conditions, amount, type, and descriptions of all facilities and RPIE. Maintains backlog of essential long-term maintenance and repair requirements, ensuring all future maintenance, repairs, and minor construction work is identified and programmed for in-service or contract accomplishment. Results are used to forecast maintenance requirements and determine facility condition codes used as a basis for the Commander's Facilities Assessment Report. Formulates and administers the Recurring Maintenance Program (RMP). This program typically ensures prompt and continuous maintenance for all facility systems including existing and newly gained facilities. Recognizes the requirement to add recurring maintenance activities to the existing workflow as newer and highly technical systems are established through new construction. Coordinates maintenance schedules with construction contractors and the base maintenance force. Scheduling complexity is increased due to the age of ANG facilities and systems, which are kept in service beyond their normal life cycle. Determines the most effective utilization of resources to accomplish recurring maintenance actions by use of in-service employees, Traditional Guard personnel, and/or contract maintenance services. Tracks and submits material requirements through various supply systems for future RMP cycles. Coordinates RMP actions with building manager(s)/occupants. Ensures an effective program, which will minimize unforeseen mission interruptions.

SPECIALTY QUALIFICATIONS

1. Individual selected for this position must have qualifications in and possession of the following AFSC: 3E671
2. Position is open to promotable E6's and current E7's
3. Proficiency in IEMS (Integrated Engineering Management System) is preferred.

SPECIAL CONSIDERATIONS

1. No PCS funding is authorized for this position.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. Applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members.
9. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
10. Must have adjudicated Security Clearance before starting tour.
11. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Version dated Nov 2013 (Completed and Signed)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP)
3. ARCNet Readiness print out. (Which will include Fitness, IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Email UNENCRYPTED Application Package to usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil or ENCRYPTED to brent.j.harrison.civ@mail.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.